

# **City of Dunwoody**

41 Perimeter Center East, Suite 250 Dunwoody, GA 30346

Phone: 678.382.6700 • Fax: 770.396.4705

www.dunwoodyga.gov

## **Police Department Employment Application**

The City of Dunwoody is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, gender, national origin, marital or veteran status, age, disability, prior EEO activity, or genetic information.

Name (Last, First, Middle)	Address (Street, Apt. #)
City, State, Zip Code	Home telephone
Alternate telephone	Email address
Position for which you are applying	Salary desired
Is salary negotiable?	

**Instructions:** You must complete this application even if a resume is attached. Type or print in ink. Please answer all questions completely and accurately. If more space is needed, attach additional sheets referring to an applicable section of the application.

This application will be considered active for six (6) months.

The applicant must complete the enclosed forms accurately, legibly, and completely. Do not leave any blank spaces. It is to your advantage to **be absolutely truthful** in answering all questions on your application and during all interviews. A false statement or the omission of requested information is grounds for automatic rejection before appointment or termination after employment. Often, an applicant is suspended from the hiring process due to falsification or omission of information that otherwise would not have disqualified them. If you answer "yes" to a question, you need to be complete in explaining the circumstances. Do not omit an explanation because you think the incident was minor and/or of no importance.

The following documents, along with this employment application, are <u>required to begin the</u> <u>application process</u>. They <u>must be returned in one sealed envelope, separate from but attached to your application</u>. If you submit your application electronically, these documents <u>must be scanned along with your application</u>, and they will be printed and placed in a sealed envelope prior to review of your application packet by the Background Investigator:

- A copy of your high school diploma, certified transcripts, or G.E.D. certificate
- A copy of your birth certificate from the Bureau of Vital Statistics
- A copy of your current valid driver's license
- A copy of your social security card <sup>1</sup>
- DD214 Form, showing an honorable discharge (if applicable)
- Sealed certified college transcripts (if applicable)
- Name change documents i.e., marriage license, court order, etc. (if applicable)
- Citizenship papers (if applicable) <sup>2</sup>

The completed application and required documents must be returned to the City of Dunwoody Human Resources Department:

City of Dunwoody Human Resources Department 41 Perimeter Center East, Suite 250 Dunwoody, Georgia 30346 jobs@dunwoodyga.gov

Upon submission, your application will be reviewed for completeness. **If your application is incomplete, it will not be considered**. Applicants whose materials are complete, and who meet minimum requirements, will be processed. A successful applicant will undergo a thorough background check, a polygraph examination, a medical evaluation/drug and alcohol screen, a psychological evaluation, an interview before the Oral Interview Board, a physical agility test, and an interview with the Chief of Police.

<sup>&</sup>lt;sup>1</sup> In accordance with the Federal Privacy Act of 1974, disclosure of your Social Security Number is voluntary. Your Social Security Number will be used to help verify your identity and the information contained on your application, to facilitate the necessary background check, and to ensure that proper records are maintained. Should you be hired, disclosure of your Social Security Number will be required.

<sup>&</sup>lt;sup>2</sup> This is required for applications for sworn law enforcement positions only. Examples include birth certificate, passport, certificate of citizenship, certificate of naturalization, etc.

# Please answer the following questions: Are you at least 21 years of age? □ Yes □ No Do you have a driver's license? □ Yes State\_\_\_\_\_ License No:\_\_\_\_\_ Expiration date: \_\_\_\_ Class: \_\_\_\_ Are you currently GA P.O.S.T. Peace Officer certified? □ Yes □ No Are you currently up to date with GA P.O.S.T. training hours as of the date of this application? □ Yes □ No Are you in good standing with GA P.O.S.T.? □ Yes □ No Are you now or have you ever been employed by the City of Dunwoody? □ Yes □ No If yes, when and in what capacity? \_\_\_\_ Have you ever applied for employment with the City of Dunwoody? □ Yes □ No If yes, please give date. Are any members of your family or any relative, by blood or marriage, employed by the City of Dunwoody? □ Yes □ No If yes, give name, relationship and department where employed: \_\_\_\_\_ Have you ever served on active duty with U.S. Armed Forces? □ Yes □ No If yes, what branch? \_\_\_\_\_ Date entered active duty: \_\_\_\_\_ Date discharged/separated: Final rank: Type of discharge: List any other names under which you have ever worked, applied for work, or attended school:

-	yment desired: Full-Time Only Part-Time Only Full- or Part-Time If you are not available fo				ne earlie	est dat	<u>-</u>	you could	d begin	work (	(mo./	day/yr.):
If offe	red employment, will you	be able to	provid	le pr	oof of id	dentity	//a	uthorizat	tion to v	vork ir	ı the	U.S.?
	Yes No											
Comp	ıter Skills:					Ge	ene	eral Com	puter K	nowled	dge:	
<ul> <li>□ Word</li> <li>□ Excel</li> <li>□ Outlook</li> <li>□ Power Point</li> <li>□ Other</li></ul>				☐ Basic ☐ Intermediate ☐ Advanced								
Educa	tion:											
Name (	of High School	Address	Address (City, State, Zip)				Did You Graduate? Yes No					
If you o	did not graduate from high so No Date received:	chool, do y	ou have	a G.	E.D. equ	iivalent	:?		Is the	G.E.D.	. Milita	ary or Civilian?
	/University Name/Address (		Dates Attended (Mo./Yr.)		.)	Credit Hours Earned		Did Gradi		Тур	oe of Degree	
			From		То	Qtr.	+	Sem.	Yes	No		
									Yes	No		
									Yes	No		
Business, Trade, Technical Schools and other Training			Dates Attended (Mo./Yr.) From To			Hours Per Week		Certificates Received			Subject Taken	
											_	
											_	
List the name of any profession (Engineering, Lavetc.) that you are licensed to practice.		aw,	, Date Issued/Date Expires		Date	Issuii		ng Agency		Lie	cense Number	
							+				_	

## **Employment History:**

**Complete the entire section in detail. Do not use "see resume."** List chronologically all employment for the last ten (10) years including current, part-time, and volunteer employment. All time must be accounted for. Please indicate dates of unemployment for any length of time not employed. Please attach a separate sheet of paper for additional employment history, if necessary. You must complete addresses with zip code and telephone numbers for all employers. Failure to give complete information regarding each job held could result in disqualification.

Name of Present or Last Employer:						
Address:						
Job Title:	Beginning Salary:	Ending Salary:				
From: Month Year	To: Month Year					
Supervisor's Name:		Phone Number:				
Duties & Responsibilities:						
Reason for Leaving:						
Employer Name:						
Address:	15	5 11 0 1				
Job Title:	Beginning Salary:	Ending Salary:				
From: Month Year	To: Month Year					
Supervisor's Name:		Phone Number:				
Duties & Responsibilities:						
Reason for Leaving:						
[						
Employer Name:						
Address:	1					
Job Title:	Beginning Salary:	Ending Salary:				
From: Month Year	To: Month Year					
Supervisor's Name:		Phone Number:				
Duties & Responsibilities:						
Reason for Leaving:						
May we contact your current employe	er for a reference?					
□ Yes						
□ No						
<ul> <li>Not Applicable</li> </ul>						

наче	you ever been suspended, dismissed or asked to resign from any job?
	Yes
	No
	If yes, please explain:
	you had any disciplinary action, to include verbal, written warnings, reprimands, suspensions or selings, taken against you for any employment or position you have held?
	Yes
	If yes, please provide details or documents:
	If yes, prease provide details of documents?
Have	you resigned or left a job by mutual agreement for any reason?
	Yes
	No
	If yes, please provide details:
المردة	you over applied to or worked with any law enforcement agencies?
	you ever applied to or worked with any law enforcement agencies?
	Yes
	If yes, please provide details or documents:
	ou own a business or are you a partner or corporate officer in any business or organization not listed ously as a current or former employer?
•	Yes
	No No
	If yes, please provide name and address of business, corporation, or organization and describe your
	relationship or position:
	you ever performed paid or unpaid services for a law enforcement agency not listed as an employer, to de extra duty details and auxiliary?
	Yes
	If yes, please provide name and address of business, corporation, or organization and describe your
	relationship or position:

#### **Personal References:**

(A) Give two (2) personal references (not relatives, former or present employers, fellow employees or school teachers) who are responsible adults of reputable standing in the community, such as property owners or business/professional men or women, who have known you well for the past five (5) years. If retired, give former occupation. Provide complete mailing addresses and phone numbers.

Complete Name:	Relationship:
Home Address:	Home Phone:
Business Address:	Business Phone:
Occupation:	# of Years Acquainted:

Complete Name:	Relationship:
Home Address:	Home Phone:
Business Address:	Business Phone:
Occupation:	# of Years Acquainted:

(B) Give one (1) professional reference. If retired, give former occupation. Provide complete mailing addresses and phone numbers.

Complete Name:	Relationship:
Home Address:	Home Phone:
Business Address:	Business Phone:
Occupation:	# of Years Acquainted:

If you require special accommodations for testing, interviewing or any portion of the application or employment process, please contact the City of Dunwoody Human Resources Department. Any request for special accommodations should be made, if at all possible, at the time your appointment is scheduled. If any accommodation is requested, the applicant must provide verification from an appropriate professional.

#### DISCLOSURE REGARDING BACKGROUND INVESTIGATION

#### DISCLOSURE AND ACKNOWLEDGMENT [IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGMENT]

The City of Dunwoody may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may include employment history and reference checks, criminal and civil litigation history information, motor vehicle records ("driving records"), sex offender status, credit reports, education verification, professional licensure, drug testing, Social Security Verification, and information concerning workers' compensation claims (only once a conditional offer of employment has been made). Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying. You have the right, upon written request made within a reasonable time after receipt of this notice, to request whether a consumer report has been run about you, and the nature and scope of any investigative consumer report, and request a copy of your report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Employment Screening Services, 1401 Providence Park Birmingham, AL 35242, toll-free 866.859.0143 or another outside organization. The scope of this notice and authorization is all-encompassing, allowing the City of Dunwoody to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise the above-referenced right to request disclosure of the natur

#### **ACKNOWLEDGMENT AND AUTHORIZATION**

I acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by ESS, another outside organization acting on behalf of the City of Dunwoody. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

<u>California applicants or employees only</u>: By signing below, you also acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by the Company at no charge whenever you have a right to receive such a copy under California law.

Minnesota and Oklahoma applicants or employees only: Check this box if you would like to receive a free copy of a consumer report if one is obtained by the Company.

New York and Maine applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. You may also contact the Company to request the name, address and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries, which the Company shall provide within 5 days. By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.

<u>Washington State applicants or employees only:</u> You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

Signature of Employee or Prospective Employee	Date

### APPLICANT INFORMATION: TO BE COMPLETED BY APPLICANT: PLEASE USE BLACK INK

The following is for identification purposes only to perform the background check and will not be used for any other purpose.							
Print: Last Name		First Name	Middle Initial	Social Security Number <sup>3</sup>			
Date of Birth	Drivers License Number	State	Professional License Number	State Type			
Current Address:		City	State	Zip Code			
Previous Address (Past 7 Y	,	City	State	Zip Code			
Alias Names (Other names	I have been known by):						
Degree Obtained	Year Graduated	Name of School		City and State of School			

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<sup>&</sup>lt;sup>3</sup> In accordance with the Federal Privacy Act of 1974, disclosure of your Social Security Number is voluntary. Your Social Security Number will be used to help verify your identity and the information contained on your application, to facilitate the necessary background check, and to ensure that proper records are maintained. Should you be hired, disclosure of your Social Security Number will be required.

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

#### A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to <a href="https://www.consumerfinance.gov/learnmore">www.consumerfinance.gov/learnmore</a> or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

- You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment or to take another adverse action against you must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identify theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See <a href="https://www.consumerfinance.gov/learnmore">www.consumerfinance.gov/learnmore</a> for additional information.

- You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See <a href="https://www.consumerfinance.gov/learnmore">www.consumerfinance.gov/learnmore</a> for an explanation of dispute procedures.
- Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to <a href="https://www.consumerfinance.gov/learnmore">www.consumerfinance.gov/learnmore</a>.
- You may limit "prescreened" offers of credit and insurance you get based on information in your credit report. Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- Identity theft victims and active duty military personnel have additional rights. For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:

1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.

- b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:
- 2. To the extent not included in item 1 above:
- a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks
- b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act
- c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations
- d. Federal Credit Unions
- 3. Air carriers
- 4. Creditors Subject to Surface Transportation Board
- 5. Creditors Subject to Packers and Stockyards Act, 1921
- 6. Small Business Investment Companies
- 7. Brokers and Dealers
- 8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations
- 9. Retailers, Finance Companies, and All Other Creditors Not Listed Above

CONTACT:

a. Consumer Financial Protection Bureau 1700 G Street NW Washington, DC 20552

b. Federal Trade Commission: Consumer Response Center -

FCRA

Washington, DC 20580

(877) 382-4357

a. Office of the Comptroller of the Currency Customer Assistance Group

1301 McKinney Street, Suite 3450 Houston, TX 77010-9050

b. Federal Reserve Consumer Help Center PO Box 1200

Minneapolis, MN 55480

c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106

d. National Credit Union Administration Officer of Consumer Protection (OCP)

Division of Consumer Compliance and Outreach (DCCO)

1775 Duke Street Alexandria, VA 22314

Asst. General Counsel for Aviation Enforcement & Proceedings

Aviation Consumer Protection Division

Department of Transportation 1200 New Jersey Avenue, SE Washington, DC 20590

Office of Proceedings, Surface Transportation Board

Department of Transportation

395 E Street S.W.

Washington, DC

Nearest Packers and Stockyards Administration area

supervisor

Associate Deputy Administrator for Capital Access United States Small Business Administration

409 Third Street, SW, 8th Floor Washington, DC 20416

Securities and Exchange Commission

100 F St NE

Washington, DC 20549

Farm Credit Administration 1501 Farm Credit Drive

McLean, VA 22102-5090

FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center -

**FCRA** 

Washington, DC 20580

(877) 382-4357